NEXT DESTINATION

UNIVERSITY APPLICATION

A practical checklist for planning and submitting university applications

APPLICANT NAME

TARGET INTAKE / YEAR

01 SHORTLIST & ELIGIBILITY

- [ ] Identify universities, programs, countries and preferred intakes.
- [ ] Check academic entry criteria and subject prerequisites.
- [ ] Confirm language-test requirements and accepted scores.
- [ ] Compare tuition, living costs and funding opportunities.
- [ ] Record official deadlines and application fees.

02 PREPARE CORE DOCUMENTS

- [ ] Check passport validity and name consistency across records.
- [ ] Collect transcripts, certificates and grading information.
- [ ] Prepare an accurate, up-to-date academic CV or resume.
- [ ] Draft a program-specific statement of purpose or motivation.
- [ ] Request references early and confirm referee instructions.
- [ ] Prepare test results, portfolio or research proposal if required.

03 VERIFY APPLICATION DETAILS

- [ ] Use the university's official application portal.
- [ ] Match each uploaded file to the specified format and size.
- [ ] Check names, dates, qualifications and contact details.
- [ ] Confirm whether translations or certified copies are needed.

IMPORTANT

Requirements differ by university, program, country and intake.
Always follow the official admissions page over a general checklist.

NEXT DESTINATION

UNIVERSITY APPLICATION

Submission tracker, next steps and final verification

04 SUBMIT & FOLLOW UP

- [ ] Review every form response and upload before submission.
- [ ] Pay an application fee only through an approved channel.
- [ ] Save the application ID, receipt and submitted document copies.
- [ ] Monitor email and applicant portal for additional requests.
- [ ] Respond to offers by the stated acceptance deadline.

05 AFTER AN OFFER

- [ ] Check offer conditions, deposits and scholarship deadlines.
- [ ] Verify visa and financial evidence requirements separately.
- [ ] Confirm accommodation, insurance and travel arrangements.
- [ ] Keep copies of all official confirmations and correspondence.

06 MY APPLICATION TRACKER

UNIVERSITY 1 _____

PROGRAM _____ **DEADLINE** _____

UNIVERSITY 2 _____

PROGRAM _____ **DEADLINE** _____

UNIVERSITY 3 _____

PROGRAM _____ **DEADLINE** _____

FINAL REMINDER

Admission and scholarship decisions are made by the relevant institutions.

This worksheet is for planning; it does not guarantee an offer.